

# DEPARTMENT OF TRANSPORTATION

| Division  | Contact   | Requested Update | Received Update |
|---|---|------------------|-----------------|
| Financial Planning Division   | John Lawson   | 11/23/10         | 11/23/10        |
| Program Management Division   | Diane Mitchell  | 10/21/10         | 12/2/10         |
| Location and Design Division  | George Rogerson ( <del>James Lassiter</del> ) (Nancy Berry) | 10/21/10         | 11/1/10         |
| Utilities   | Greg Wroniewicz   | 10/21/10         | See above       |
| Right of Way Division   | Joy Layne   | 10/21/10         | 10/25/10        |
| Innovative Project Delivery Division  | ( <del>Mr.</del> ) Kerry Bates (Jeff Roby)                  | 10/21/10         | 10/25/10        |
| Scheduling and Contract Division  | Don Silies  | 10/21/10         | 10/26/10        |
| Value Engineering   | Ron Garrett   | 10/21/10         | 10/22/10        |
| Local Assistance Division   | Penny Forrest   | 10/21/10         | 11/8/10         |
| Maintenance Division – Administration   | Robert Kardian  | 10/21/10         | 11/10/10        |
| Traffic Engineering Division  | Mansour Mahbanoozadeh                                       | 10/22/10         | 11/10/10        |
| Structure and Bridge Division   | Anwar Ahmad Kendal Walus Jason Krempf                       | 10/22/10         | 11/15/10        |
| Operations and Security Division - Transportation Emergency Operations Center | Perry Cogburn   | N/A              | N/A             |
| Land Use  | Rob Hofrichter  | 10/22/10         | 11/1/10         |
| Staunton District   | Guy Tudor (call)  | 12/1/10          | 12/1/10         |
| Office of Public Affairs  | Jeff Caldwell, Dwayne (Cartography Mgr.)                    | 11/23/10         | 12/21/10        |
| Policy Division   |   | N/A              | N/A             |

| Document  | Version/ Date                          | Version on Town Hall | Public Website  | Inside VDOT      | Comment |
|---|--|----------------------|---|------------------|---------|
| <b>Finance/Programming – Financial Planning</b>             |  |                      |   |                  |         |
| VDOT Info & Service: VDOT Budget and Supplement             | N/A                                    | See public website.  | <a href="http://www.virginiadot.org/about/vdot_budget.asp">http://www.virginiadot.org/about/vdot_budget.asp</a>       | See public site. |         |
| <b>Finance/Programming – Programming Program Management</b> |  |                      |   |                  |         |
| Virginia Six-Year Improvement Program                       | <del>June 18, 2009</del> June 16, 2010 | See public website.  | <a href="http://www.virginiadot.org/projects/syp-default.asp">http://www.virginiadot.org/projects/syp-default.asp</a> | See public site. |         |

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|--|---|---------------------------------|--|--|--|
| <b>Preliminary Engineering<br/>– Environmental</b>   |   |                                 |  |  |  |
| <b>Preliminary Engineering<br/>– Location and Design</b>                                     |   |                                 |  |  |  |
| VDOT Road Design Manual  | <a href="#">October 2009</a><br><a href="#">September 2010</a>  | See public website.             | <a href="http://www.virginiadot.org/business/locdes/rdmanual-index.asp">http://www.virginiadot.org/business/locdes/rdmanual-index.asp</a>  | See public site.   |  |
| VDOT Policy Manual for Public Participation in Transportation Projects                       | <a href="#">Jan. 2007</a><br><a href="#">October 29, 2010</a>   | See public website.             | <a href="http://www.virginiadot.org/business/locdes/Manuals.asp">http://www.virginiadot.org/business/locdes/Manuals.asp</a><br><a href="http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Public%20Involvement%20Manual/Public-Involvement-Manual.pdf">http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Public%20Involvement%20Manual/Public-Involvement-Manual.pdf</a> | See public site.   |  |
| Instructional and Informational Memorandum IIM-LD-55, Curb Ramps and Sidewalks               | <a href="#">July 29, 2009</a><br><a href="#">July 23, 2010</a>  | See public website.             | <a href="http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/iim/IIM55.pdf">http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/iim/IIM55.pdf</a>  | See public site.   | (Note: VDOT public site states that the memoranda are no longer available for purchase.)                   |
| <b>Preliminary Engineering<br/>– Right of Way</b>  |   |                                 |  |  |  |
| Guidance Document for Determination of Certain Financial Benefits For Displacees             | July 1, 2006  | July 1, 2006                    | None.  | July 1, 2006 document is Chapter 6 of <a href="#">RWU Manual</a> (Vol. I) posted on Inside VDOT. |  |
| <b>Preliminary Engineering<br/>– Innovative Project Delivery</b>                             |   |                                 |  |  |  |
| Commonwealth of Virginia Public-Private Transportation Act of 1995 Implementation Guidelines | <del><a href="#">October 31, 2005</a></del><br><del><a href="#">(Addendum December 5, 2008)</a></del><br><a href="#">December 8, 2010</a> | See public website.             | <del><a href="http://www.virginiadot.org/business/ppta-Guidelines.asp">http://www.virginiadot.org/business/ppta-Guidelines.asp</a></del><br><a href="http://www.virginiadot.org/business/resources/PPTA/PPTA_Implementation_Manual_FINAL_December_10_2010.pdf">http://www.virginiadot.org/business/resources/PPTA/PPTA_Implementation_Manual_FINAL_December_10_2010.pdf</a>                      | See public site.   | D. Holcombe, PPTA Office Deputy Director, listed for this item; link and version date for document updated |

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|---|--|---------------------------------|---|--|---|
| Design-Build Procurement Manual, Revision   | <del>January 1, 2007</del> <u>May 2010</u> | See public website.             | <a href="http://www.virginiadot.org/business/design-build.asp">http://www.virginiadot.org/business/design-build.asp</a>   | See public site.   | Contact info unchanged  |
| Minimum Requirements for QA/QC on Design Build & Public-Private Transportation Act Projects | August 2008                                | See public website.             | <a href="http://www.virginiadot.org/business/design-build.asp">http://www.virginiadot.org/business/design-build.asp</a>   | See public site.   | Contact info unchanged  |
| Guidelines for Evaluation of Design-Build Proposals   | Feb. 13, 2009                              | See public website.             | <a href="http://www.virginiadot.org/business/design-build.asp">http://www.virginiadot.org/business/design-build.asp</a>   | See public website.  | Contact info unchanged  |
| <b>Project Delivery – Scheduling and Contract</b>   |  |                                 |   |  |   |
| VDOT Post Construction Manual (Imperial and Metric)   | Jan. 2009                                  | See public website.             | <a href="http://www.virginiadot.org/business/manuals-default.asp">http://www.virginiadot.org/business/manuals-default.asp</a>   | See public website.  | To be updated in 2010.  |
| VDOT Construction and Maintenance Claims and Notice of Intent to File Claim (NOI) Manual    | May 2006                                   | Post to Town Hall.              | None.   | On <a href="#">Inside VDOT</a>   |   |
| VDOT Emergency Contract Manual  | May 2008                                   | Post to Town Hall.              | None.   | On <a href="#">Scheduling and Contract Division Site</a> in Word format. |   |
| VDOT 2005 Construction Manual   | July 2008                                  | See public website.             | <a href="http://www.virginiadot.org/business/manuals-default.asp">http://www.virginiadot.org/business/manuals-default.asp</a>   | See public site.   |   |
| VDOT Construction Phase Inspection Manual   | April 2008                                 | See public website.             | <a href="http://www.virginiadot.org/business/resources/const/Inspection_Manual.pdf">http://www.virginiadot.org/business/resources/const/Inspection_Manual.pdf</a>           | See public site.   |   |
| VDOT Special Advertisement and Award Process Manual   | Apr. 2001                                  | Post when new version issued.   | None.   | On <a href="#">Scheduling and Contract Division Site</a> in Word format. | Note: new version due out October/ November 2008; not released as of <u>12/15/09</u> <u>9/20/10</u> |
| VDOT Road and Bridge Specifications   | <del>July 2009</del> <u>June 2010</u>      | See public website.             | <a href="http://www.virginiadot.org/business/construction/spec-default.asp">http://www.virginiadot.org/business/construction/spec-default.asp</a>                           | See public website.  |   |
| VDOT Value Engineering Program Administration Manual  | Oct. 24, 2008                              | Post to Town Hall.              | None.   | None.  |   |
| VDOT Construction Directive Memoranda   | 1994-present                               | See public website.             | <a href="http://www.virginiadot.org/business/construction/resources-cdmemolist07-10.asp">http://www.virginiadot.org/business/construction/resources-cdmemolist07-10.asp</a> | See public site.   |   |

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| <b>Local Assistance</b>  |  |                                 |   |   |   |
| Economic Development Access Program Guide  | Sept. 2009   | July 2007                       | <a href="http://www.virginiadot.org/business/local-assistance.asp">http://www.virginiadot.org/business/local-assistance.asp</a>   | See public site.  |   |
| Recreational Access Program Guide  | Dec. 2009  | See public website.             | <a href="http://www.virginiadot.org/business/local-assistance.asp">http://www.virginiadot.org/business/local-assistance.asp</a>   | See public site.  |   |
| Enhancement Program Procedure Manual   | October 2009   | See public website.             | <a href="http://www.virginiadot.org/business/resources/local_assistance/2009_Enhancement_Manual2.pdf">http://www.virginiadot.org/business/resources/local_assistance/2009_Enhancement_Manual2.pdf</a>           | See public site.  |   |
| Urban Construction Initiative: Program Administration Guide                        | October 2009   | See public website.             | <a href="http://www.virginiadot.org/business/resources/local_assistance/UCI/UCI_Guide_Update_09_final.pdf">http://www.virginiadot.org/business/resources/local_assistance/UCI/UCI_Guide_Update_09_final.pdf</a> | See public site.  |   |
| Urban Construction and Maintenance Program (Urban Manual): Policies and Guidelines | Jan. 2007  | Jan. 1, 2007                    | <a href="http://www.virginiadot.org/business/resources/Urban_Manual_1-1-07_Final.pdf">http://www.virginiadot.org/business/resources/Urban_Manual_1-1-07_Final.pdf</a>   | See public site.  |   |
| Revenue Sharing Program Guide  | 2008   | See public website.             | <a href="http://www.virginiadot.org/business/resources/local_assistance/Revenue_Sharing_Guide_2008.pdf">http://www.virginiadot.org/business/resources/local_assistance/Revenue_Sharing_Guide_2008.pdf</a>       | See public site.  |   |
| Locally Administered Projects Manual   | <a href="#">July 2009</a><br><a href="#">July 2010</a> | See public website.             | <a href="http://www.virginiadot.org/business/localy_administered_projects_manual.asp">http://www.virginiadot.org/business/localy_administered_projects_manual.asp</a>   | See public site.  |   |
| <b>Maintenance and Operations – Maintenance</b>                                    |  |                                 |   |   |   |
| Maintenance Best Practices Manual  | N/A  | None.                           | None.   | Accessible as one pdf on <a href="#">MPLG Team Site</a> . Appears to be updated frequently. | Per Joe Williams, Robbie Prezioso is contact for BPM/Directives |
| Maintenance Division Directives  | July 30, 2009  | None.                           | None.   | None.   |   |
| <b>Maintenance and Operations – Traffic Engineering</b>                            |  |                                 |   |   |   |
| Traffic Engineering Division Memoranda   | 1967-present   | Too frequent updates.           | <a href="http://www.virginiadot.org/business/traffic_engineering_memoranda.asp">http://www.virginiadot.org/business/traffic_engineering_memoranda.asp</a>   | See public site.  |   |
| <b>Maintenance and Operations – Structure and Bridge</b>                           |  |                                 |   |   |   |

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| Structure and Bridge Division Instructional and Informational Memorandum 27.6, Bridge Safety Inspections             | Jan. 2008  | See public website.                          | <a href="http://www.extranet.vdot.state.va.us/locales/electronic%20pubs/Bridge%20Manuals/IIM/SBIIM27.6.pdf">http://www.extranet.vdot.state.va.us/locales/electronic%20pubs/Bridge%20Manuals/IIM/SBIIM27.6.pdf</a>  | See public site.    |  |
| Structure and Bridge Division Instructional and Informational Memorandum 78, Bridge Safety Inspections QC/QA Program | January 2008   | See public website.                          | <a href="http://www.extranet.vdot.state.va.us/locales/electronic%20pubs/Bridge%20Manuals/IIM/SBIIM78.pdf">http://www.extranet.vdot.state.va.us/locales/electronic%20pubs/Bridge%20Manuals/IIM/SBIIM78.pdf</a>  | See public website. |  |
| <b>Maintenance and Operations – Operations and Security</b>  |  |  |  |                     |  |
| <b>Land Use</b>  |  |  |  |                     |  |
| Land Development Manual, Volumes I and II  | 2  | <del>Post if available and not online.</del> |  |                     |  |
| Traffic Impact Analysis Regulations Administrative Guidelines  | <a href="#">July 2008</a><br><a href="#">June 2010</a> | See public website.                          | <a href="http://www.virginiadot.org/projects/chapter527/ (July 2008)">http://www.virginiadot.org/projects/chapter527/ (July 2008)</a><br><a href="http://www.virginiadot.org/projects/resources/ADMINISTRATIVE_GUIDELINES_TIA_REGS_7.2008.doc">http://www.virginiadot.org/projects/resources/ADMINISTRATIVE_GUIDELINES_TIA_REGS_7.2008.doc</a> | See public website. |  |
| <a href="#">Frequently Asked Questions on the Access Management Regulations and Standards</a>                        | <a href="#">May 2010</a>                               | See public website.                          | <a href="http://www.virginiadot.org/projects/resources/FrequentlyAskedQuestionsAccessM5_2010.pdf">http://www.virginiadot.org/projects/resources/FrequentlyAskedQuestionsAccessM5_2010.pdf</a>  | See public website. |  |
| Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements               | March 2009   | See public website.                          | <a href="http://www.virginiadot.org/projects/resources/SSAR_GuidanceDoc_4.3.09.pdf">http://www.virginiadot.org/projects/resources/SSAR_GuidanceDoc_4.3.09.pdf</a><br><a href="http://www.virginiadot.org/projects/resources/SSAR/SSAR_GD.doc">http://www.virginiadot.org/projects/resources/SSAR/SSAR_GD.doc</a>                               | See public website. | Required by regulation to be posted to public website. |
| <a href="#">Guidance Document: Land Use Permit Regulations Guidance Manual</a>                                       | <a href="#">March 2010</a>                             | See public website.                          | <a href="http://www.virginiadot.org/business/resources/Land_Use_Permit_Regulations_2010/abs/2010_LUPR_Guidance_Manual.pdf">http://www.virginiadot.org/business/resources/Land_Use_Permit_Regulations_2010/abs/2010_LUPR_Guidance_Manual.pdf</a>  | See public website. |  |

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|---|---------------------------------|--|---|------------------------------------|-----------------------|
| VDOT General Notes for Subdivisions   | May 2004                        |  | None.   | On <a href="#">Staunton site</a> . | No change.            |
| Subdivision Checklist for Subdivisions in the Staunton District   | May 2000                        |  | None.   | On <a href="#">Staunton site</a> . | No change.            |
| <b>Other – Public Affairs</b>   |                                 |  |   |                                    |                       |
| Virginia Official State Transportation Map Policy and Procedures  | Aug. 2005                       |  | See <a href="mailto:vdotmapfiles@vdot.virginia.gov">vdotmapfiles@vdot.virginia.gov</a>  |                                    | No change.            |
| Statement on the Use of VDOT County Map Series Digital Files  | Oct. 2008                       |  |   |                                    | No change.            |
| Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria                               | Sept. 26, 2005                  |  |   |                                    | No change.            |
| <b>Other – Policy</b>   |                                 |  |   |                                    |                       |
| Intellectual Property: A Handbook for Employees of the Virginia Department of Transportation, Fifth Edition | Aug. 2006                       | See public website.                    | <a href="http://vtrc.virginiadot.org/PubDetails.aspx?PubNo=07-R3">http://vtrc.virginiadot.org/PubDetails.aspx?PubNo=07-R3</a> | See public site.                   |                       |